



## Campaign Finance Online Keystone Login Migration

As a part of the Commonwealth enterprise security initiative, all public facing applications are to be migrated to the Keystone Login platform, migrating from the current PA Login platform. The following job aid provides information to help users migrate their accounts and roles to the Keystone Login platform for the Campaign Finance Online website.

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## Keystone Login

### Keystone Login Account

Effective June 6<sup>th</sup>, 2019, the Campaign Finance Online website will no longer accept user accounts from the PA Login platform. Going forward, all users are required to create a new (or associate an existing) Keystone Login Account to access the Campaign Finance Online website. Users can create their Keystone Login Account by accessing the Keystone Login website below:

<https://keystonelogin.pa.gov/>

### Campaign Finance Online

In order to ease the transition to the Keystone Login platform, modifications have been made to step existing Campaign Finance (CF) Online users through the process to migrate their existing PA Login Account to a new Keystone Login Account. Once a user's account is migrated, the user will be able to access the application with no change to their respective user role or activity. Also, once the user's account is migrated, they will not be prompted to migrate their account during subsequent successful logins.

It should be noted that public access to the Campaign Finance Online website will not be affected by these changes.

### Link New Keystone Login Account with an Existing PA Login Account

The process begins with the user establishing a Keystone Login account. Once this is accomplished, at the Campaign Finance Online Login Page, the user enters their Keystone Login Account User Name and Password and clicks **[Log In]**.

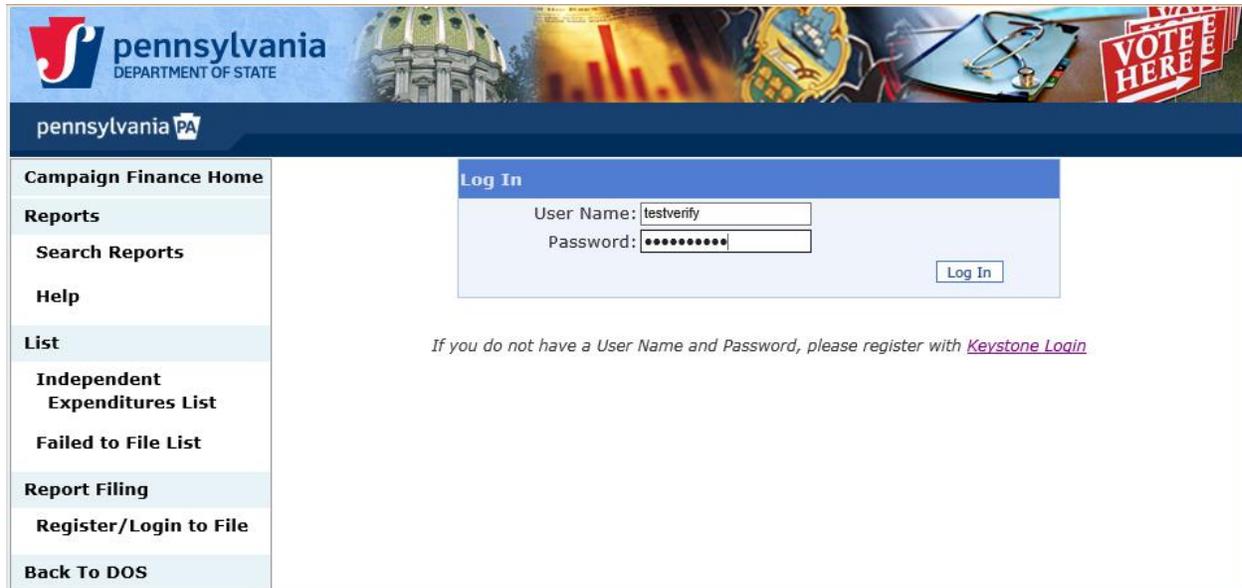


Figure 1 – CF Online Login Page

The user must successfully log into the Campaign Finance Online website for the process to begin.

Once the user successfully logs into the Campaign Finance Online website, a 'PA Login Account' pop-up message displays and prompts the user to confirm that they have a PA Login Account by clicking [Yes]; the user will be directed to the Campaign Finance Online Home page upon clicking [No].

By clicking [No] or by completing the migration process, the user will no longer be prompted again upon successful login.

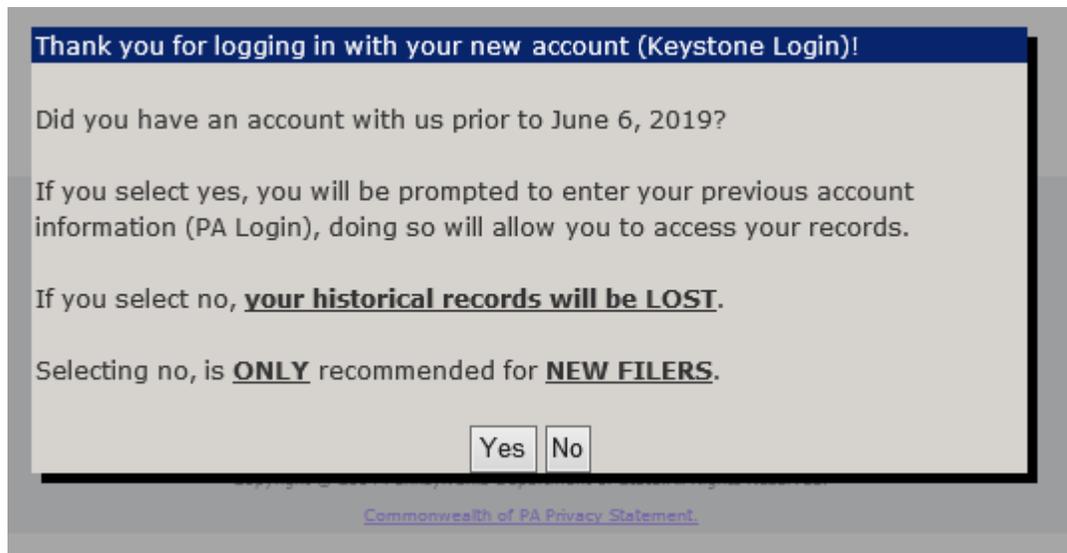


Figure 2 - PA Login Message

When the user clicks [Yes], the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks [Log In].



Figure 3 - PA Login Prompt

Upon successful validation of the user's PA Login credentials, the Campaign Finance Online Home Page displays. At this point the migration from PA Login to Keystone Login for the user is complete. The user no longer will need his/her PA Login credentials for Campaign Finance Online.



**Report Filing**

Welcome to the Department of State's online Campaign Finance Reports program. You have been approved to file reports on behalf of the filer(s) identified below:

**Search Criteria**

Filer ID:

Filer Name:

**Search Filer**

	Filer ID	Filer Name	Filer Type	Address line1	Address line2	City	State	Zip	Status
<a href="#">Select &amp; Continue</a>	2014C1585	test1, cf online	Candidate					-	Approved
<a href="#">Select &amp; Continue</a>	2018C4085	test 2, user review	Candidate					-	Terminated
<a href="#">Select &amp; Continue</a>	2018C4084	test 1,user review	Candidate					-	Approved
<a href="#">Select &amp; Continue</a>	2018C4083	test, testing amend	Candidate					-	Terminated
<a href="#">Select &amp; Continue</a>	2018C4080	testing, regression 1	Candidate					-	Terminated

**Link New Keystone Login Account with an Invalid Existing PA Login Account User Name or Password**

This scenario follows the same flow as described previously but the user is unable to validate his/her PA Login account. Once again, starting from the Campaign Finance Online Login Page, the user enters their corresponding Keystone Login Account User Name and Password and clicks **[Log In]**.

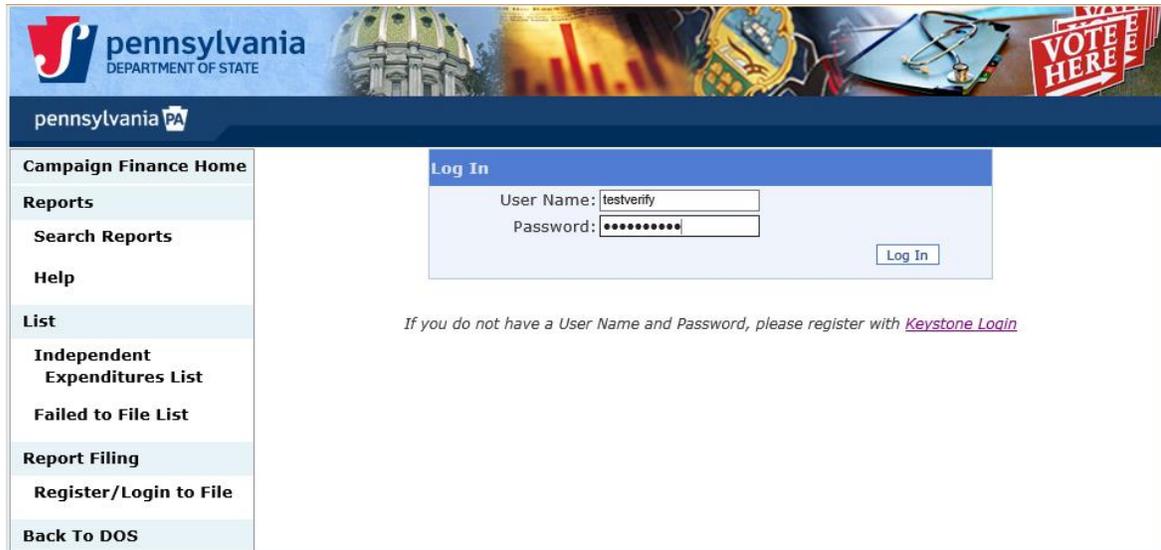


Figure 4 – CF Online Login

The user must successfully log into the Campaign Finance Online website for the process to begin.

Once the user successfully logs into the Campaign Finance Online website, a 'PA Login Account' pop-up message displays and prompts the user to confirm that they have a PA Login Account by clicking [Yes]; the user will be directed to the Campaign Finance Online Home page upon clicking [No].

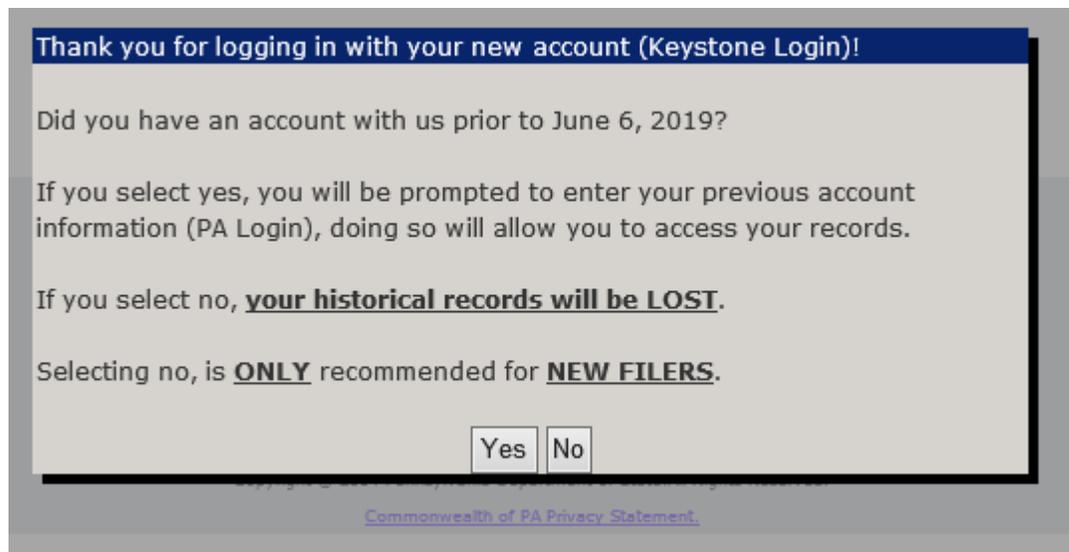


Figure 5 - PA Login Message

When the user clicks [Yes], the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks [Log In].

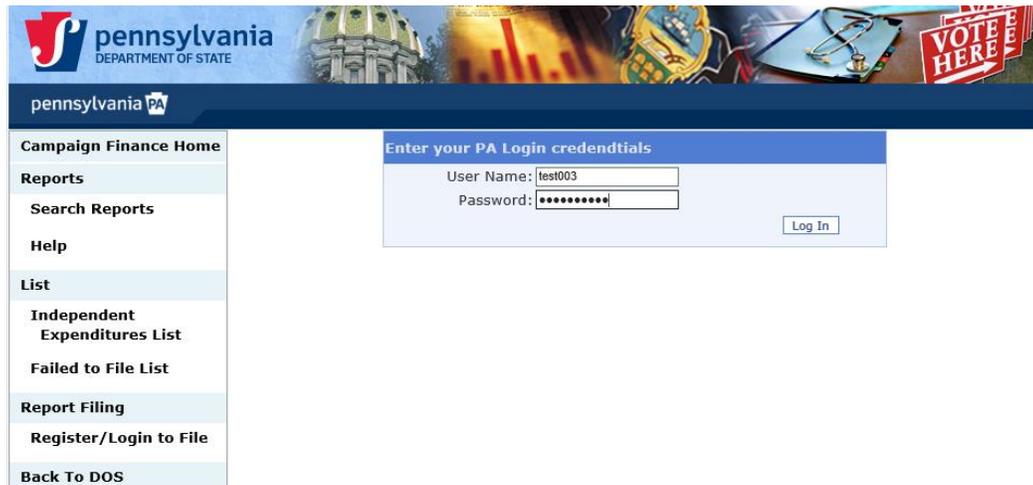


Figure 6 - PA Login Prompt

If the user enters an invalid PA Login Account User Name or Password and clicks [Log In], an error message displays to indicate the validation error and provides the user with the option to enter the correct PA Login Account User Name or Password.

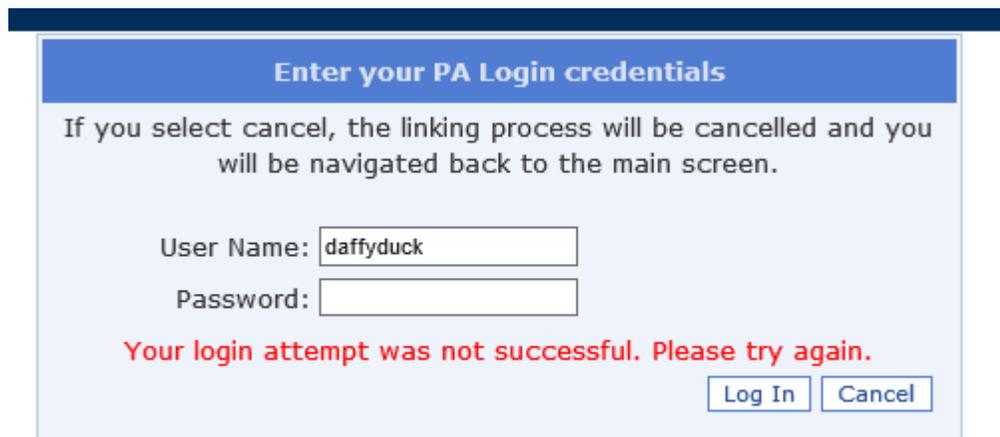


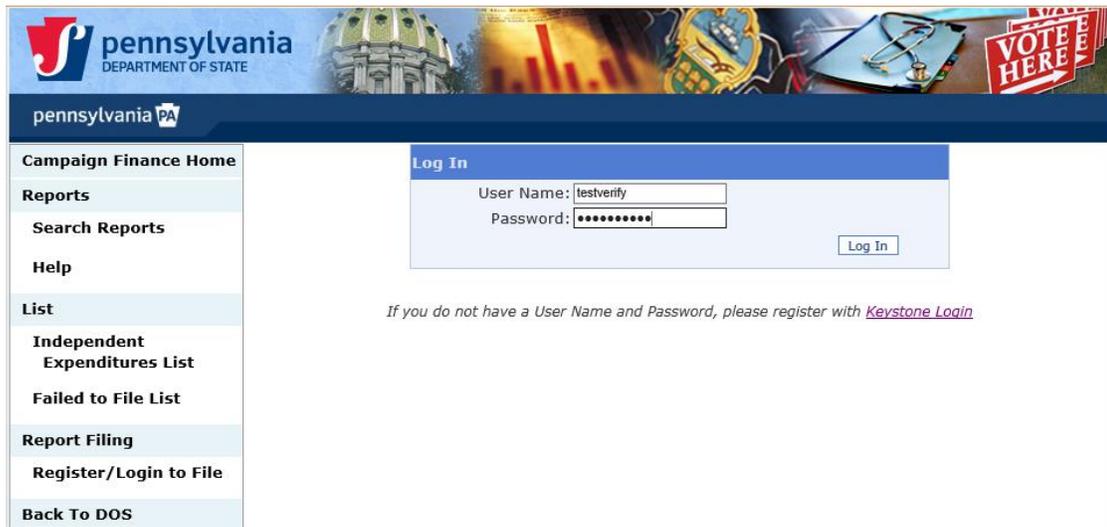
Figure 7 - Invalid PA Login Message

Once the user enters the correct user name or password, the Campaign Finance Online Home Page displays.

If the user cannot validate his/her PA Login credentials, he/she must click the [Cancel] button.

## Link New Keystone Login Account with an Existing, Linked PA Login Account

This scenario follows the same flow as described previously but the user is unable to validate his/her PA Login account. Once again, starting from the Campaign Finance Online Login Page, the user enters their corresponding Keystone Login Account User Name and Password and clicks [**Log In**].



The screenshot shows the Pennsylvania Department of State Campaign Finance Online website. The header includes the Pennsylvania Department of State logo and navigation links for Campaign Finance Home, Reports, Search Reports, Help, List, Independent Expenditures List, Failed to File List, Report Filing, Register/Login to File, and Back To DOS. The main content area features a 'Log In' form with fields for 'User Name' (containing 'testverify') and 'Password' (masked with dots), and a 'Log In' button. Below the form, a message reads: 'If you do not have a User Name and Password, please register with [Keystone Login](#)'.

Figure 8 – CF Online Login

The user must successfully log into the Campaign Finance Online website for the process to begin.

Once the user successfully logs into the Campaign Finance Online website, a 'PA Login Account' pop-up message displays and prompts the user to confirm that they have a PA Login Account by clicking [**Yes**]; the user will be directed to the Campaign Finance Online Home page upon clicking [**No**].

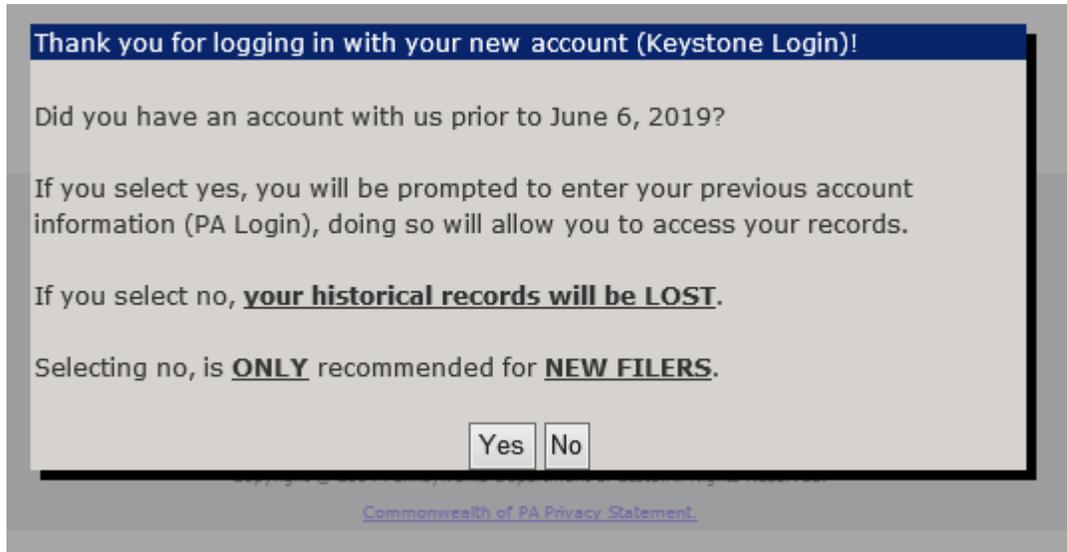


Figure 9 - PA Login Message

When the user clicks [Yes], the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks [Log In].

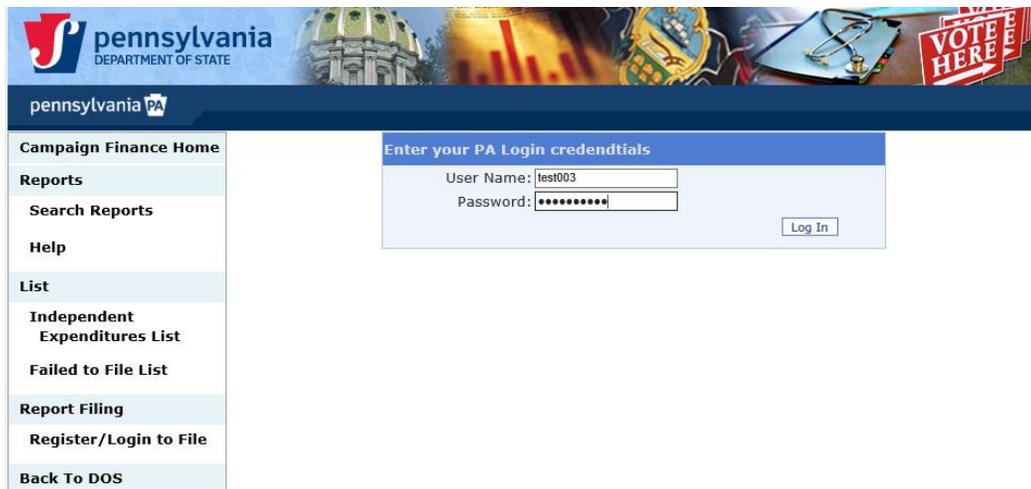


Figure 10 - PA Login Prompt

When the user clicks [Yes], the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks [Log In].

The 'PA Login Account is linked' pop-up message is displayed. The user has the option to call the Help Desk to link their PA Login Account to a different Keystone Login Account.

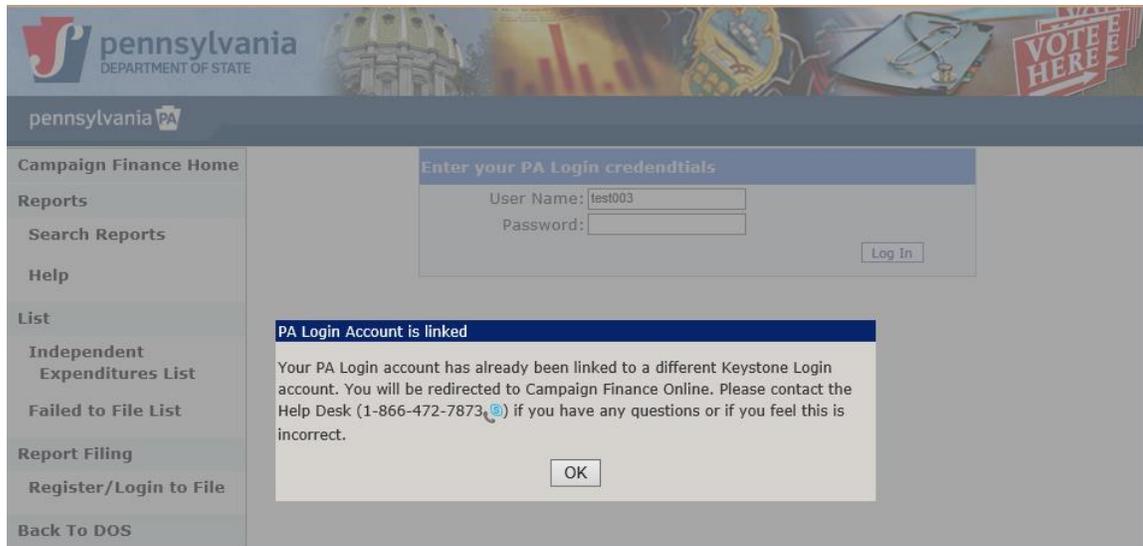


Figure 11 - Account Already Linked Message

Upon clicking 'OK', the Campaign Finance Online Home Page displays, and the user role associated with the Keystone Login Account has no specific roles or rights.



Figure 12 - CF Online Home Page

### Attempt to Logon with an Invalid Keystone Login Account User Name or Password

If a user does not remember his/her Keystone Login account credentials, the following scenario will apply. From the Campaign Finance Online Login Page, if the user enters an invalid Keystone Login Account User Name or Password and clicks [**Log In**], an error message is displayed to indicate the error and provides the user with the option to enter their correct Keystone Login Account User Name or Password or access the Keystone Login Registration Page to create a Keystone Login account for the new user during the first attempt.

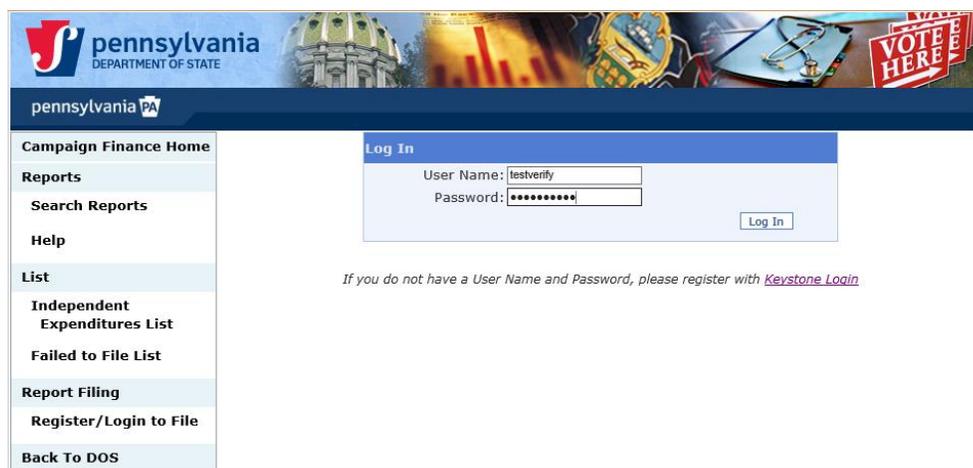


Figure 13 - CF Online Login

The below pop-up message will be displayed if an invalid username or password is provided by the new user for the first attempt only.

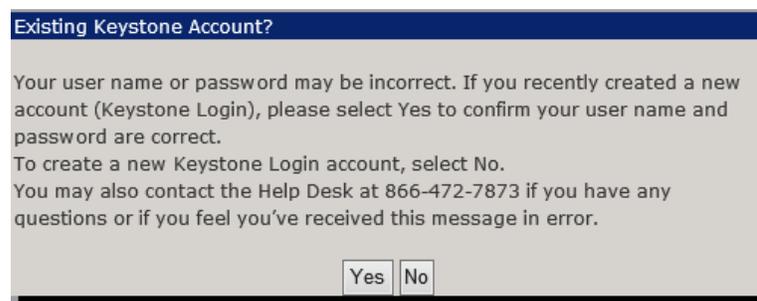


Figure 14 - Keystone Login Validation Message

If the user clicks 'No', the user is redirected to the Keystone Login Registration Page to create a Keystone Login Account after clicking 'OK' for the below pop-up message.

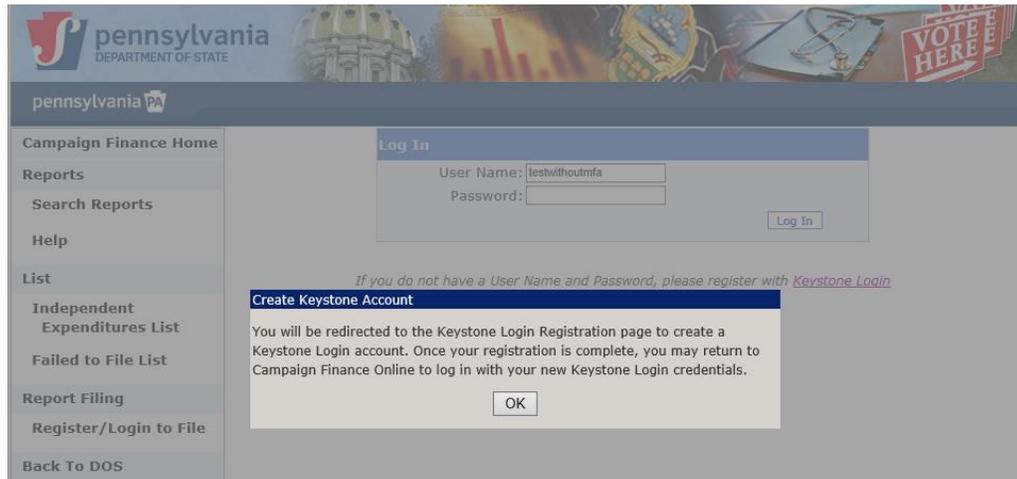


Figure 15 - Keystone Login Redirect Message

If the user clicks 'Yes' to the **Existing Keystone Account** option, an **error** message is displayed to indicate the error and provides the user with the option to enter their correct Keystone Login Account User Name or Password.

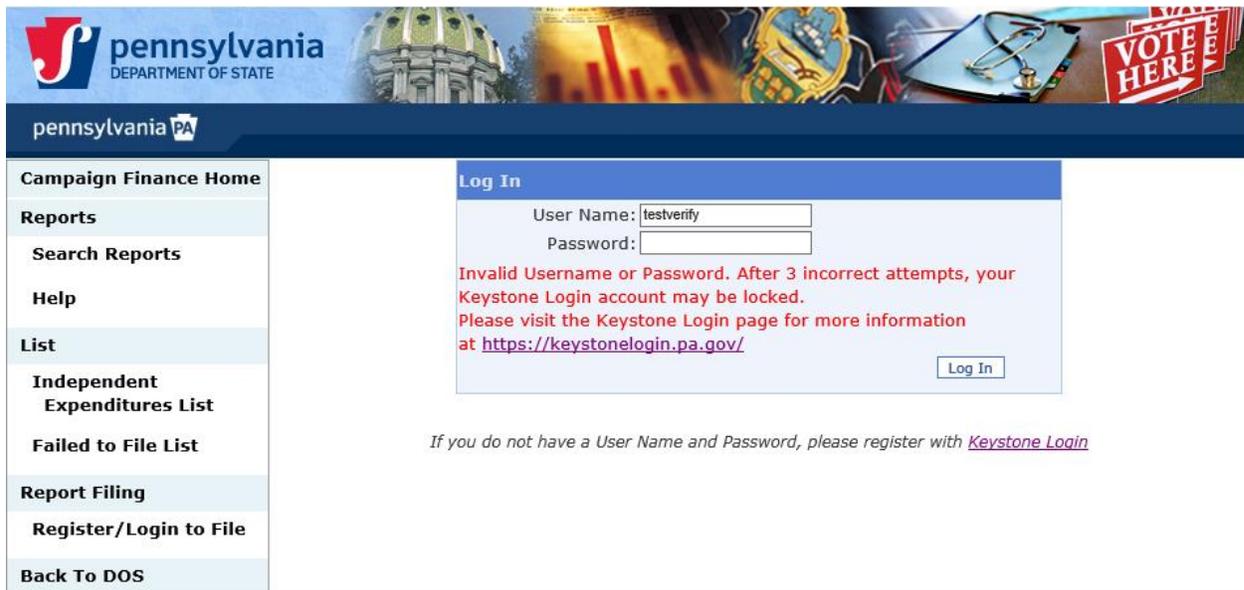


Figure 16 - Invalid Username or Password Message

**Note: The same error message will be displayed when subsequent attempts are made to login with an invalid user name or password.**